

DRAFT
MINUTES

Brown County
Land Information Council
Thursday, August 9, 2018
1:30 PM
Northern Building, Room 200
305 East Walnut Street, Green Bay WI

ROLL CALL:

Paul Zeller County Treasurer	Exc	John Rousseau Sheriffs Office Captain	X
Bill Bosiacki Zoning Administrator	Exc	Chuck Lamine Planning Director	X
Francine Roberg Village of Ashwaubenon	X	Cullen Peltier Public Safety & Communications	Exc
Norb Dantinne County Supervisor	Exc	Dale Raisleger Public Works/Highway	X
Patrick Austin Mark D. Olejniczak Realty	Exc	Chad Weininger Administration Director	Exc
Ryan Duckart County Surveyor	X	Terry VanHout Real Property Lister	X
Jon Bechle Land & Water Conservation	X	Cheryl Berken Register of Deeds	X
August Neverman Tech Services Director	X	Jeff DuMez GIS/LIO Coordinator	X

Also present: Laura Workman (Technology Services), Kathy Meyer (Planning & Land Services), Sara Frisque (Register of Deeds).

APPROVAL OF MINUTES

1. **Introductions:** Welcome new members.
2. **Approval of the minutes from the July 27, 2017 Land Information Council meeting**

A motion was made by D. Raisleger to approve the minutes of the July 27, 2017 Land Information Council meeting. The motion was seconded by C. Berken. Vote taken. The minutes were approved unanimously.

REPORTS

3. **Status of projects identified in the 2016-2018 Land Information Plan**

J. DuMez provided a brief update on the projects in the 2016-2018 Land Information Plan.

Project #1: Replacing the legacy Land Records System: (Replacement of our AS/400)

J. DuMez stated that in October we plan to "turn the keys" on the new system (GCS/LandNav). J. DuMez indicated that data conversion is being worked out, and are in testing/training phase now. T. VanHout stated that Zoning will convert to the new system when Property Listing does. J. DuMez indicated that this will be different/a big change in how the public sees the data, our website (search page will be different), but the new system will offer more functionality for the public.

C. Lamine recognized and thanked Beth Rodgers for her management on this project.

Discussion occurred on the new land records rollout, introduction and training to public.

Project #5: Next Generation 911/Computer Aided Dispatch system. J. DuMez stated that this project has been keeping him very busy as well as others and stated the work done will benefit everyone. There was a lot of data clean-up, updates and reformatting that needed to be done.

Project #11: Update GIS server hardware. Another large project. We had a server replacement at the beginning of this year. J. DuMez explained that we won't have as many outages as we have had in the past. Now if a server goes down the other server picks up. J. DuMez thanked the T.S. staff for their work on this project.

J. DuMez stated that many of the projects in the Land Information Plan are completed.

The current plan is winding down and J. DuMez is working on a new plan which will cover 2019-2021.

A motion was made by T. VanHout to receive and place on file the status of projects identified in the 2016-2018 Land Information Plan. The motion was seconded by A. Neverman. Vote taken to receive and place on file.

4. Development of the 2019-2021 Land Information Plan

J. DuMez stated that this plan is required by state statute. The state's format that requires us to use is both a report and a plan, and is a fairly lengthy document. J. DuMez also stated that by state statute any time spent on land information dollars needs to be in the plan.

J. DuMez indicated that the new Land Information Plan needs to be completed by the end of this year. J. DuMez stated he will be reaching out to council members about projects we envision completing over the next three years.

5. Any other reports

None.

NEW BUSINESS

1. Election of Land Information Council Officers

C. Lamine opened up the floor for nominations for Chair and Vice Chair.

Nominations for Chair were opened. T. VanHout nominated C. Lamine to continue as Council Chair. Motion to close nominations for Chair by J. DuMez, seconded by C. Berken. Vote taken. C. Lamine's nomination to continue serving as Chair was approved unanimously.

Nominations for Vice Chair were opened. C. Lamine nominated C. Berken to be Vice Chair. Motion to close nominations for Vice Chair by T. VanHout, seconded by D. Raisleger. Vote taken, C. Berken was unanimously approved to be the Council's Vice Chair.

2. Review and approval of the Land Information 2019 budget.

J. DuMez reviewed the proposed 2019 Land Information budget summary.

J. DuMez stated that the estimated 2018 year-end fund balance will be approximately \$77,000, which will carry over into 2019. J. DuMez summarized the 2019 revenues and expenses from the summary sheet. J. DuMez stated that the anticipated 2019 fund balance will be around \$138,000.

C. Lamine explained that any excess funds are put towards the LIO budget rather than the general fund in an effort to try to build the LIO account back up. C. Lamine stated that the GIS Specialist position has been vacant for a number of years. C. Lamine stated that the county, as a whole, is at risk without a back-up for Jeff as many people, both internal and external, are dependent on the data and access to it.

C. Berken stated that real estate documents are down this year. C. Berken handed out spreadsheets depicting real estate documents from 2015 to present.

On the 2019 Land Information Proposed Budget Summary sheet, under 2019 Revenues, it should read "**Projected 2019 revenue**" (not 2018).

A motion was made by A. Neverman to approve the Land Information 2019 budget as amended. The motion was seconded by T. VanHout. Vote taken, the Land Information 2019 budget was approved unanimously.

3. Any other matters.

Brown County WI Land Information Council Policies and Procedures. Jeff distributed copies of the policies and procedures to the council members for discussion on updating the document.

Jeff stated that this document was put together by his predecessor and that this council reviewed and adopted it several years ago.

Jeff asks council members to review for any suggested changes and let him know. Jeff will put on the agenda for formal action at a future meeting.

Next meeting. Jeff indicated that the next meeting will be scheduled sometime in October.

Motion by C. Berken to adjourn. The motion was seconded by D. Raisleger. Vote taken and carried unanimously. Meeting adjourned.

Meeting adjourned at 2:35 p.m.